

# Request Address Information from TAX

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## Process

### [SET-OFF PROCESSING](#)

## Effective Date

08/16/2005

## Purpose

The Request Address Information task provides instructions on how to obtain current address information for taxpayers on file at TAX. Your agency can perform this task as needed. TAX accepts address requests via tape, diskette, or CD. The address information is sent to the requesting agency using the same media. The Special Notes and Procedure will assist you in requesting address information from TAX.

## Special Notes

- Set-Off Agencies may not telephone, fax, or e-mail TAX to obtain taxpayer's current address.
- Set-off Agencies participating in the Set-off Program may obtain address information to assist them in collecting delinquent debts.
- An Address Request Transmittal form must be sent with your address request media identifying the agency requesting the information, number of records on your file, and a contact to call with questions regarding the processing of your request. The form is available in the TARP External Entity Forms repository.
- Allow 10 calendar days for TAX to process your request. TAX will return a file to you with the address information using the prescribed format.

## Procedure

### Responsibility

Set-off Agency Representative

### Steps

1. Access TARP's External Entity Forms repository and obtain an Address Request Transmittal form.
2. Prepare the transmittal by including the following information:
  - Set-off Agency Name
  - Set-off Agency Number
  - Contact Name (for questions regarding this request)
  - Contact Phone Number
  - Number of records on file
3. Prepare your file using the prescribed format from TAX.
4. Send your file and transmittal form to TAX's Computer Operations using the address on the transmittal form.

## Published Date

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